

**SERVICE UNIT MONEY MANAGER REPORT** **TIPS**

**This report should be**:

* Completed monthly by the service unit money manager.
* Reviewed and approved by the service unit director.
* Given to the service unit team.
* Summarized for service unit members.

**Completing the Monthly Service Unit Money Manager’s Report**:

1. Write your name, date presented and date range for the report at the top of the form.

2. Write the account balance from the previous month’s financial report.

3. Under the INCOME heading provide a detailed description of all sources of income received

 that month. Write the amounts of each source of income and fill in the total income at the

 bottom of the section.

4. Under the EXPENSES heading provide a detailed description of all expenses that occurred

 that month. Write the amount of each expense and fill in the total expenses at the bottom of

 the section.

5. Record the ending account balance. This number is obtained by adding the balance from last

 month’s report to the total income from this month and then subtracting the total monthly

 expenses.

6. Make note if there are any funds that are being put on hold for a specific purpose. If so,

 subtract this amount from the ending balance to obtain the available balance. If there are no

 funds on hold, the ending balance is the available balance.

7. Make copies of the checkbook register (or spreadsheet), supporting receipts, and deposit

 slips for that month. Staple these documents to the back of the Treasurer’s Report.

8. Submit the Money Manager’s Report and supporting documentation to your service unit director

 for review.

9. Once the report has been reviewed and approved by the service unit director, you can make the report to the service unit and keep the document for the service unit’s records